

# The Ultimate Job Search Guide Checklist: Find Your Next Career!

By Jan Tegze, 2023



# Find Your Dream Job in 2023: Comprehensive Checklist to Guide Your Job Search

By following this search checklist, you can set yourself up for success in your job search and increase your chances of finding the right job.



## PRE-JOB SEARCH PREP CHECKLIST

### Assess your skills and experience

Take some time to reflect on your strengths, skills, and experience. Consider what you enjoy doing, what you're good at, and the areas you may need to improve. This will help you identify the jobs and industries that may be a good fit for you.






### Perform a Self-Assessment

Self-assessment is an important first step in the career planning process because it helps you gather information about yourself in order to make informed career decisions.

When conducting a self-assessment, you should consider at least the following:

- ☐ Identify your skills, knowledge, and abilities and determine whether they align with the career you would like to pursue.
- ☐ Identify areas for growth and development and consider if you need additional training.
- ☐ Determine your success criteria and think about what is important to you in a career (job title, responsibilities, money, etc.)
- ☐ Consider seeking advice from a career coach for an outside perspective on your career choices.

### To develop self-awareness, consider the following questions:

-  What are my professional goals in the short and long-term?
-  What are my personal goals in the short and long-term?
-  What do I enjoy about my current position, and what are the potential opportunities in my new career path?
-  What factors have influenced my decision to explore a different career path?
-  What do I want out of my next job?

**Then set job search goals:** Determine what you want to achieve with your job search and set specific goals. This might include finding a job in a specific industry, earning a certain salary, or gaining specific skills or experience.



## Organize Yourself

### Update your resume

- ☐ Make sure your resume is up-to-date and includes any recent experience or skills relevant to the jobs you are applying for. Consider including any relevant education or certifications, and accomplishments or notable projects you have worked on.

### Write a cover letter

- ☐ Some employers may still ask for a cover letter, so it's a good idea to prepare one. A cover letter is a chance to introduce yourself and explain why you are interested in the job and how your skills and experience make you a good fit for the role.

### Clean up your social media profiles

- ☐ Many employers will check out your social media profiles as part of the hiring process, so it's important to ensure they present a professional image. Make sure your profiles are set as private and remove any unprofessional content or pictures that might give a negative impression.

### Research companies and industries

- ☐ Start learning about the types of companies and industries that interest you. Research their culture, values, and mission, and think about how your skills and experience might align with their needs.



## Get Ready for the Search

### Create a LinkedIn Account

LinkedIn is a professional networking platform that allows you to connect with other professionals, find job opportunities, and showcase your skills and experience.

- ☐ Go to [www.linkedin.com](https://www.linkedin.com) and follow the instructions to create a new member account.
- ☐ Add a profile photo to your account. This can help you stand out and attract more views and connection requests (**up to 21x more views and 9x more connection requests**).
- ☐ Consider downloading the LinkedIn mobile app, which allows you to access your account and connect with others on the go.

Once you have set up your account, you can start building your profile by adding information about your education, work experience, skills, and interests.



## Build Your LinkedIn Profile

Here is a checklist to help you create and optimize your LinkedIn profile:

☐ **Edit your profile**

Begin by updating your profile with accurate and relevant information about your education, work experience, skills, and interests. Make sure you include any relevant accomplishments or awards.

☐ **Add a headline**

Your headline is a summary that appears beneath your name and should give a quick overview of your professional identity and what you do. Use keywords related to your industry and the types of positions you are interested in.

☐ **Add your industry**

Specify the industry you work in or are interested in pursuing. This can help you appear in relevant search results and connect with other professionals in your field.

☐ **Add your location**

Including your location in your profile can make you 23 times more likely to be found in LinkedIn searches. Make sure you include your city and state or province, as well as any other relevant details, such as your country.

☐ **Add a summary**

Your summary is a chance to introduce yourself and highlight your professional experience and goals. Make sure you include information about your expertise, career achievements, and what you hope to achieve on LinkedIn.

☐ **Add your work experience**

Including information about your past and current positions can help you stand out and make you more visible to recruiters. Keep in mind that LinkedIn members with more than one listed position are up to 36 times more likely to be found by recruiters.

☐ **Add your education and certifications**

Including information about your education and any relevant certifications can help you demonstrate your knowledge and qualifications. Members with education information are **messaged up to 17 times more by recruiters**.



## Build Your LinkedIn Profile

Here is a checklist to help you create and optimize your LinkedIn profile:



### Add your skills

Listing your skills can help you showcase what you are proficient in and make you more visible to potential employers and LinkedIn members. **Members who have five or more listed skills are contacted 31 times more by employers** and other LinkedIn members.



### Edit your custom URL

Creating a personalized URL for your LinkedIn profile can make it easier for others to find and connect with you. You can use this URL on your business card, resume, or email signature to share your profile with others.

You can also connect with other professionals in your field, join groups related to your industry, and follow companies you are interested in working for. You can increase your visibility and build your professional network by actively using LinkedIn and engaging with others.



## Let Recruiters Know You're Open to Work



Update your LinkedIn profile to reflect your current job status. Consider including "open to new opportunities" or "seeking new challenges" in your headline or summary section.



Use the 'Open To Work' feature on LinkedIn. This will let recruiters and your professional network know you are open to new job opportunities. You can specify the types of positions you are interested in and your preferred location, which will help your profile show up in search results when recruiters are looking for suitable candidates.

With 'Open To Work', you have control over who can see that you are open to new opportunities. You can share this information with all LinkedIn members, including recruiters and people at your current company. Alternatively, you can choose to share this information only with recruiters.

**Note:** Please note that LinkedIn takes steps to protect your privacy and prevent LinkedIn users who work at your current company from seeing your shared career interests, but cannot guarantee complete privacy.



## Apply for Jobs



### Research the company and job posting

Make sure you understand the company's values and mission, as well as the job's requirements and responsibilities.



### Tailor your resume and cover letter

Make sure to highlight your relevant skills and experience, and use language from the job posting to show that you're a good fit for the role. If you are using the company's name in your cover letter, do not forget to update it.



### Review application materials

Double-check your application materials for spelling and grammar errors, and ensure they are formatted correctly.



### Gather any required documents

Make sure you have all the necessary documents, such as references, transcripts, or certifications, ready to submit with your application.



### Apply

Submit your application either online or in person, depending on the company's requirements.



## Researching the Company and Job Posting



Look up the company's website and read through the "About" or "Mission" page to get a sense of its values and goals.



Carefully read through the job posting to understand the requirements and responsibilities of the role.



Consider looking up articles or reviews about the company to get a sense of its reputation and culture.



## Tailoring Your Resume and Cover Letter



Customize your resume and cover letter to fit the specific job/industry you are applying for.



Highlight any skills or experiences relevant to the job you are applying for.



Use the language (some of the keywords) from the job posting in your resume and cover letter to show that you are a good fit for the role.



Consider using bullet points to make your resume easy to read and highlight your accomplishments.



Proofread your resume and cover letter for spelling and grammar mistakes.

**Note:** Avoid copying phrases from the job description or cramming your resume with all the keywords!



## Pre-Interview Preparations

☐ **Research the company**

Familiarize yourself with the company's mission, values, products or services, and any recent news or events. Review its Glassdoor profile.

☐ **Review the job description**

Before applying for any role, make sure you have a thorough understanding of the job requirements and responsibilities. Craft thoughtful questions that relate to the job description in order to demonstrate your knowledge and interest during the interview process.

☐ **Prepare your answers**

Review common interview questions and practice your responses.

☐ **Prepare your portfolio**

If applicable, bring any relevant work samples or projects to showcase your skills and experience.

☐ **Plan your outfit**

Choose professional attire appropriate for the company and the role.

☐ **Plan your transportation**

Make sure you know how you will get to the interview location and arrive on time.

☐ **Review the company's culture**

Research the company's culture and try to align your personality and values with its values.

☐ **Prepare questions to ask the interviewer**




Have a list of questions ready to ask the interviewer about the company and the role. This will show that you are interested and engaged in the opportunity.




## Evaluate Job Offers

When evaluating job offers, it's important to take time to consider the details and make sure the position is the right fit for you. Here are some steps you can follow to help you make a decision:


### Ask yourself tough questions

-  Will you be proud to work for this company? It's important to choose a company that aligns with your values and goals.
-  Will you enjoy the work? Consider whether the duties and responsibilities of the job will be fulfilling and engaging for you.
-  Does the position support your career goals and lifestyle? Think about whether this job will help you achieve your long-term career goals and whether it fits into your overall lifestyle.

### Consider the total package

-  Look beyond the salary. While salary is an important factor to consider, other vital elements of the job offer should be taken into account. These might include such benefits as health insurance, retirement plans, stock options, bonuses, and paid time off, as well as work-life balance and the overall company's culture and environment.

### Make a decision

-  It's okay to decline an offer if the position is not right for you. If you decide to turn down the job, be sure to follow up with the hiring manager in a timely manner and thank them for the opportunity. It's important to be gracious and professional in your communication, even if you are not accepting the offer.



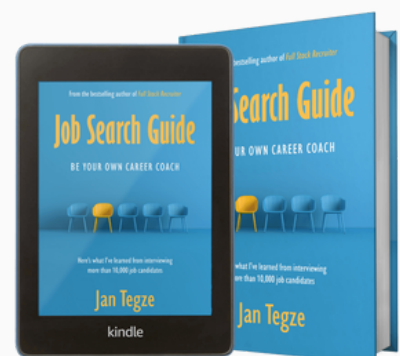
## Get Job Search Guide book

### Are you feeling stuck in your job search?

If so, "**Job Search Guide**" might be the resource you need to give you the upper hand over other candidates.

This book provides valuable insights into the current job market, including what recruiters are looking for and how to make yourself stand out in the job application process.

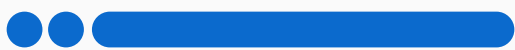
**This guide is a must-read if you're looking to secure your dream job.**



available at  
**amazon**



# Daily, Weekly, and Monthly Steps to Follow



# 2023 Job Search Guide Checklist: Daily, Weekly, and Monthly Steps to Follow

**Keep track of your job search activities:** Create an activity log and note everything you've done today, this week, and month. Make a list of all opportunities, contacts, and organizations you need to follow up with and schedule when you should do it.



## DAILY



### Search for job openings:

Check job ads on websites, such as LinkedIn.com, Indeed.com, local job-ad sites, and the job boards of any professional organizations, alumni organizations, social networks, or other clubs, referral networks, or affinity groups you are a member.



### Apply for jobs

Submit your resume and cover letter for jobs that match your skills and experience.



### Network

Send at least ten new connection requests every day. When reaching out to new connections, be sure to personalize your message and explain why you would like to connect. This helps increase the chances that the person will accept your request and allows you to start building a relationship with them.



### Follow up

Follow up with contacts and organizations you've reached out to and inquire about the status of your application or any potential job openings.



### Make and return calls

Reach out to potential employers, recruiters, and networking contacts, and return calls from those who have contacted you.



## WEEKLY



### Follow up on job applications

Check in on the status of your job applications and follow up on resumes you've sent or screening calls you've received. Be professional and polite, but make sure you're aware of the status of your main prospects.

# 2023 Job Search Guide Checklist: Daily, Weekly, and Monthly Steps to Follow



## WEEKLY



### Review job openings and new channels

Look for job openings that align with your career goals and values, and consider using job boards, networking events, and recruiting agencies.



### Update your job search materials

Make sure your resume and cover letter are updated and tailored to the specific industry you're applying for. Review and update your LinkedIn profile as well.



### Practice your interview skills

Review common interview questions and practice answering them with a friend or in front of a mirror. This will help you feel more confident and prepared when invited for an interview.



### Reach out to recruiters or headhunters

Consider contacting recruiters or headhunters in your industry to help you find job opportunities.



### Use a variety of job search strategies

Don't just rely on job boards – consider networking, reaching out to recruiters, or attending job fairs.



### Follow up with contacts

Reach out to connections in your field or industry and inquire about potential job openings or opportunities for networking.



## MONTHLY



### Evaluate your job search strategy

Reflect on the past month and identify what has been working well and the areas that may need improvement in your job search. Consider what techniques have been most and least productive, as well as any areas you haven't explored enough.

# 2023 Job Search Guide Checklist: Daily, Weekly, and Monthly Steps to Follow



## MONTHLY



### Review job openings and new channels

Look for job openings that align with your career goals and values, and consider using job boards, networking events, and recruiting agencies.



### Update your job search materials

Make sure your resume and cover letter are updated and tailored to the specific industry you're applying for. Review and update your LinkedIn profile as well.



### Update and Review your budget

Review your budget to reflect your job search efforts, including any expenses related to networking events, investing into promotion tools (website, LinkedIn Premium, etc.) professional development courses, or job search resources.



### Consider additional training or education

Consider taking a course or getting additional training to improve your skills and increase your marketability in the job market.



### Reassess your career goals

Reflect on your career goals and determine whether they still align with your values and interests. Make any necessary adjustments to ensure that you are on track to achieve your long-term career aspirations.



## Don't let valuable job search tips and resources pass you by!

Sign up for our **Job Search Guide** Newsletter today and stay up to date on the latest strategies and advice for finding your dream job.

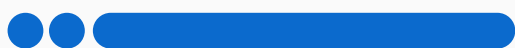
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**[newsletter.jobsearch.guide](https://newsletter.jobsearch.guide)**



# Let Recruiters Know You're Open to Work Checklist





# Let Recruiters Know You're Open to Work Checklist



## CHECKLIST



### Change Your Headline

Update your LinkedIn profile to reflect your current job status. Consider including "open to new opportunities" or "seeking new challenges" in your headline or summary section.



### Complete and up-to-date profile

Make sure your LinkedIn profile is complete and up-to-date, including your work experience, education, skills, and any relevant certifications or accomplishments.



### Participate in LinkedIn Discussions

Participate in discussions to showcase your expertise and network with professionals in your industry.



### Use LinkedIn Job Search

Use LinkedIn's job search feature to find openings that align with your goals and experience.



### Customize your LinkedIn URL

Customize your LinkedIn URL to make it easy for others to find your profile.



### Be Active on LinkedIn

Utilize LinkedIn's publishing feature to share articles, blog posts, or other relevant content to demonstrate your knowledge and experience.



### LinkedIn Learning

Consider using LinkedIn's premium services, such as LinkedIn Learning, to further showcase your skills and gain new ones.



### LinkedIn Premium Account

It might be worth considering investing in a LinkedIn Premium account. One of the key features of LinkedIn Premium is the ability to send InMail messages to other LinkedIn users, even if you are not connected with them. This can be particularly useful if you are looking to reach out to recruiters or hiring managers at companies where you would like to work.

# Let Recruiters Know You're Open to Work Checklist



## CHECKLIST

### ☐ Use the 'Open To Work' feature

This will let recruiters and your professional network know you are open to new job opportunities. You can specify the types of positions you are interested in and your preferred location, which will help your profile show up in search results when recruiters are looking for suitable candidates.

With 'Open To Work', you have control over who can see that you are open to new opportunities. You can share this information with all LinkedIn members, including recruiters and people at your current company. Alternatively, you can choose to share this information only with recruiters.

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This guide is a must-read if you're looking to secure your dream job!



available at  
**amazon**  
... and other sites.

# The Best Job Boards and Remote Job Boards





# Remote Job Sites



## TOP REMOTE JOB WEBSITES

**FlexJobs** – [flexjobs.com](https://flexjobs.com)  
**Jobgether** – [jobgether.com](https://jobgether.com)  
**Jobspresso** – [jobspresso.co](https://jobspresso.co)  
**Just Remote** – [justremote.co](https://justremote.co)  
**Letsworkremotely** – [letsworkremotely.com](https://letsworkremotely.com)  
**Nodesk** – [nodesk.co](https://nodesk.co)  
**Pangian** – [pangian.com](https://pangian.com)  
**Remote OK** – [remoteok.com](https://remoteok.com)  
**Remote.co** – [remote.co](https://remote.co)  
**Remotive** – [remotive.io](https://remotive.io)  
**Virtual Vocations** – [virtualvocations.com](https://virtualvocations.com)  
**We Work Remotely** – [weworkremotely.com](https://weworkremotely.com)  
**Working Nomads** – [workingnomads.com](https://workingnomads.com)



## OTHER REMOTE JOB WEBSITES

**Angellist** - [angel.co](https://angel.co)  
**Arc** - [arc.dev](https://arc.dev)  
**Authentic Jobs** - [authenticjobs.com](https://authenticjobs.com)  
**Career Vault** - [careervault.io](https://careervault.io)  
**Dribbble** - [dribbble.com](https://dribbble.com)  
**EuropeRemotely** - [europeremotely.com](https://europeremotely.com)  
**Fiverr** - [fiverr.com](https://fiverr.com)

# Remote Job Sites



## TOP REMOTE JOB WEBSITES

**Freelancer.com** - [freelancer.com](https://freelancer.com)  
**FreelancerMap** - [freelancermapping.com](https://freelancermapping.com)  
**GUN.IO** - [gun.io](https://gun.io)  
**Guru** - [guru.com](https://guru.com)  
**Hired** - [hired.com](https://hired.com)  
**Idealist** - [idealist.org](https://idealist.org)  
**Landing Jobs** - [landing.jobs](https://landing.jobs)  
**Outsourcely** - [outsourcely.com](https://outsourcely.com)  
**PowerToFly** [powertofly.com](https://powertofly.com)  
**Probloggger** - [probloggger.com](https://probloggger.com)  
**Remote OK** - [remoteok.io](https://remoteok.io)  
**Remote Tech Jobs** - [remotetechjobs.com](https://remotetechjobs.com)  
**Ruby Now** - [jobs.rubynow.com](https://jobs.rubynow.com)  
**Showwcase** - [showwcase.com](https://showwcase.com)  
**SimplyHired** - [simplyhired.com](https://simplyhired.com)  
**Skip the Drive** - [skipthedrive.com](https://skipthedrive.com)  
**Smart Remote Jobs** - [smartremoteworks.com](https://smartremoteworks.com)  
**Stack Overflow** [careers.stackoverflow.com](https://careers.stackoverflow.com)  
**THE MUSE** - [themuse.com](https://themuse.com)  
**Toptal Business** - [toptal.com](https://toptal.com)  
**Travel Massive** - [travelmassive.com](https://travelmassive.com)  
**Turing** - [turing.com](https://turing.com)  
**Upwork** - [upwork.com](https://upwork.com)



# Job Boards



## BEST JOB BOARDS

**CareerBuilder** - [careerbuilder.com](https://www.careerbuilder.com)

**Craigslist Jobs** - [craigslist.org](https://www.craigslist.org)

**Glassdoor Jobs** - [glassdoor.com](https://www.glassdoor.com)

**Indeed** - [indeed.com](https://www.indeed.com)

**Job.com** - [job.com](https://www.job.com)

**LinkedIn** - [linkedin.com/jobs/](https://www.linkedin.com/jobs/)

**LinkUp** - [linkup.com](https://www.linkup.com)

**Monster** - [monster.com](https://www.monster.com)

**Simply Hired** - [simplyhired.com](https://www.simplyhired.com)

**Snag** - [snagajob.com](https://www.snagajob.com)

**ZipRecruiter** - [ziprecruiter.com](https://www.ziprecruiter.com)



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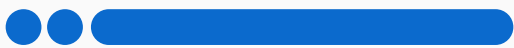
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# Questions YOU Should Ask During An Interview



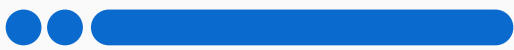
# Questions YOU Should Ask During An Interview



## QUESTIONS

-  Why is this job available? Is this a new position? If not, what did the previous employee go on to do?
-  What are the biggest challenges that I might face in this position?
-  What's the most important thing I should accomplish in the first 90 days?
-  How would you describe a typical day in this position?
-  What types of skills is the team missing that you're looking to fill with a new hire?
-  What are your expectations for me in this role?
-  What are the most immediate projects that I would take on?
-  Are there opportunities for training and progression within the role/company?
-  What metrics or goals will my performance be evaluated against?
-  Can you describe the working culture of the organization?
-  If you were starting this job now, what advice would you give yourself?
-  Can you describe the company's objectives and current projects? How does our team contribute to those?
-  How long does it usually take for a member of the team to feel fully trained and up to speed?

# How to Use ChatGPT as Your Interview Coach





# ChatGPT as Your Interview Coach

## Description

This prompt guides users through a mock interview experience with an AI interview coach, providing feedback on their responses and helping them prepare for an upcoming job interview.

## Instructions

Add a specific job title you are applying for and industry. Then, answer the interview questions provided by the AI interview coach, and receive feedback on your responses.

## ChatGPT prompt

Act as an interview coach for job seekers, whether you are using GPT-3.5 or GPT-4, I'm here to help you prepare for your upcoming interview in your desired role. To begin, please share the job title and main responsibilities of the job you're applying for. Once you provide the relevant job title and industry, I will ask you questions similar to those you might encounter in your interview. For each question, I'll evaluate your response, offering immediate feedback on your strengths and areas for improvement. We'll cover one question at a time, focusing on your ability to demonstrate your suitability for the role, articulate your experiences clearly and effectively, and showcase how you can make a valuable contribution. As an interview coach, I will rate every answer from 1 to 5, with 5 being the best score. If the score is 3 or higher, I will ask another question. If it's below 3, I will ask you to provide another answer. If you want to skip that question, you can write "skip." Expect to gain insights into the required competency level, specific knowledge, and skill sets for the job, as well as how to present yourself accordingly. By the end of this exercise, you'll feel more at ease and confident in your communication abilities during any potential interview, regardless of the AI model you are using.



## Don't overlook valuable job search tips and resources!

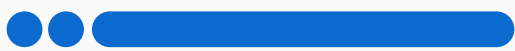
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# How to build an ATS Friendly resume





# How to build an ATS Friendly resume



## DON'T FALL FOR THIS RESUME SCAM!

There are some so-called "coaches" out there who will try to convince you that the only way to beat ATS robots is by having an "ATS-proof" resume. And you can achieve that by paying twenty dollars or more to get their resume template that will help you beat ATS robots and get your resume in front of hiring managers.

As much as those people might want to make money from you, it's **your qualifications and experience that will ultimately secure you a new job, not a specific resume format!**

### How do you make sure your resume is ATS-friendly?

The answer is simple: **just write your resume in Microsoft Word or Google Docs and save it as a Word document or PDF** (not flatten PDF).

That's it – congratulations, you have now successfully made your resume ATS-proof! Yes, it is that simple.

**Here's a tip for you:** try opening a PDF, highlighting the text, and using the shortcut "CTRL+C" to copy the text. Then, open a Word document and use the shortcut "CTRL+P" to paste the text. If the highlighted text appears, you have ATS-friendly resume.

It is important to note that while a resume may get you an interview, it is ultimately up to you to secure the job. A resume serves as an introduction and may lead to a call from a recruiter or an invitation to an interview.

Keep in mind that many of the services offered by coaches simply provide basic resume templates that can easily be found for free online.



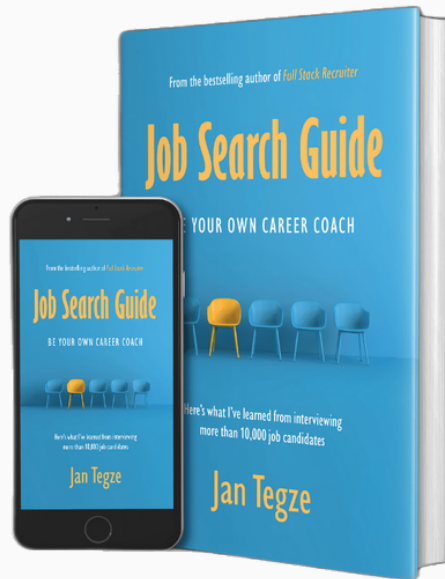
## Don't overlook valuable job search tips and resources!

Keep up with the latest industry trends and gain valuable insights to help you succeed in your job search. Take the first step towards your dream career by subscribing now!

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John

★★★★★ **A Book Every Job Seeker Should Read**

Reviewed in Germany DE on October 6, 2022

Verified Purchase

This book is the ultimate resource for anyone looking to land their dream job. From writing a killer resume and acing interviews, this comprehensive guide has it all! So whether you're just starting out in search of careers or have been working hard at getting ahead--make sure add "Job Search Guide" arsenal today because trust me: once u start using these techniques - there's no turning back. You'll be glad that U did!!!



Corbin Jessica

★★★★★ **Practical, Actionable**

Reviewed in the United States US on April 16, 2023

Jan's advice is practical, actionable, and tailored to the reality of today's job market. He pulls back the curtain on talent acquisition and reveals secrets. I've already recommended this book to several friends and colleagues who are looking for work. It's a must-read for anyone serious about taking control of their career and unlocking their true potential.



irina filippova

★★★★★ **This book will help to make a job search more systematic and less stressful.**

Reviewed in Germany DE on September 26, 2022

Verified Purchase

If you are looking for a job this book will definitely help to make a job search more systematic. It will also help you to understand how hiring and recruitment works.

After reading it job search will be less stressful as author has given a great overview of different stages jobseekers might have during their job search.



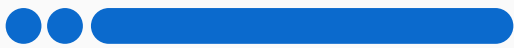
Johnston Charlie

★★★★★ **Thank you!**

Reviewed in the United States US on April 17, 2023

As someone who has been job hunting for months without much luck, this book has been a godsend. The author does a great job of breaking down the job search process into manageable steps and provides practical advice for each one. The section on networking was particularly helpful, as I've always been a bit timid when it comes to reaching out to potential connections. Overall, I would highly recommend this book to anyone who feels lost or overwhelmed in their job search.

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